



## **Volunteer Generation Fund Request for Proposals**

**Overview:** The Volunteer Louisiana Commission is making funding available to nonprofits, schools, local governments, and faith-based organizations in Louisiana. The goal of these grants is to support service projects that 1) meet community needs 2) engage community volunteers and 3) implement best volunteer management practices. Volunteer Louisiana is especially interested in projects from rural parishes and those related to the 2016 flooding events statewide. The Commission also makes available a powerful online Volunteer Management System (VMS) to recruit and manage volunteers for these and other opportunities, as well as training and technical assistance with regard to volunteer management best practices.

### **Available Funds and Match Requirements:**

1. At least \$55,000.00 in funding is currently available to nonprofits, schools, government agencies, and faith-based organizations operating in the state of Louisiana. The number of project volunteers should guide the requested funding level. \$10,000.00 is the maximum award and any request over \$5,000 must demonstrate a **substantial** volunteer engagement and a deep impact on the community/issue.
2. Grant funds may be used to purchase goods, services, tools, equipment, supplies and food/water for the project. Grants may not be used to pay salaries or other administrative or operational costs.
3. Grantees must provide a 20% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Match can be reviewed by Volunteer Louisiana Staff and the applicant to identify appropriateness.
4. All funds are disbursed on a reimbursement basis after project completion.

### **Requirements:**

1. Deadline for proposals is November 1, 2016, and funding decisions will be announced by November 16, 2016.
2. Projects may begin any time after announcement of award and must be completed on, or prior to, September 1, 2017. Projects may also include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged. Reimbursement Requests must be submitted by September 20, 2017 in order to be processed and reimbursement made before funding is no longer available to Volunteer Louisiana.
3. Organizations must complete a Volunteer Management Best Practices assessment and training with Volunteer Louisiana. Multiple in-person and online training sessions will be offered throughout the year, and dates and times will be posted as soon as they are confirmed. Organizations are not required to complete the training prior to submitting and application.
4. Priority consideration will be given to proposals directed at disaster recovery efforts after the recent flooding events and/or from the 35 rural parishes will receive priority (Acadia, Allen, Assumption, Avoyelles, Beauregard, Bienville, Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Evangeline, Franklin, Iberia, Lincoln, Jackson, Jefferson Davis, LaSalle, Madison, Morehouse, Natchitoches, Red River, Richland, Sabine, St. James, St. Landry, St. Mary, Tangipahoa, Tensas, Vermilion, Vernon Washington, Webster, West Carroll and Winn).
5. Grantees must submit a Final Report, including a roster of volunteers, the total number of hours served and description of three Best Practices, as well as a Reimbursement Request to receive funds.

**Note:** Volunteer Louisiana's VMS ([www.volunteerlouisiana.gov](http://www.volunteerlouisiana.gov)) is available to all applicants and to any nonprofit, government agency, school, or faith-based organization in Louisiana. The VMS can be utilized to register your organization, post your opportunities, and manage your volunteers at no cost.

**2016 Volunteer Generation Fund  
Proposal Cover Sheet**

<b>Applicant Information</b>	
Organizations Name:	Address:
Phone:	Email:
Project Title:	Project Dates:
Amount Requested:	Projected Number of Volunteer:
Alternative Match Requested?  ____ Yes    ____ No	Project Site Address:
Authorized Representative (Individual who will sign the Grand Agreement):	Authorized Representative Title:
Authorized Representative's Signature:	

**Proposals should be mailed or emailed to:**

**Nicholas Auck  
Director of Volunteer Outreach  
Volunteer Louisiana Commission  
Post Office Box 44243  
Baton Rouge, LA 70804-4243  
Email: [nauck@crt.la.gov](mailto:nauck@crt.la.gov)**

## Narrative Instructions

Provide a 1-3 page project narrative that includes:

- A description of your project, the area it serves, and how it meets an important need in your community
- A description of how your project aligns with the rural and/or disaster response priorities listed in the RFP
- A description of the number of volunteers you will recruit, how you will recruit them, and how they will be utilized
- A description of how the budget supports the recruitment, engagement, and/or retention of volunteers
- A description of project partners and their roles
- A project timeline

## Volunteer Project Budget

### Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

### Refreshments

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

### Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match Amount	Total Amount
Totals					

Totals			
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